CENSUS TAKER (SEASONAL)

DISTINGUISHING FEATURES OF THE CLASS: This is routine field work that requires accuracy in surveying and recording population figures. The work is performed according to prescribed routine under the supervision of an administrator or a high level clerical employee. Does related work as required.

TYPICAL WORK ACTIVITIES:
Makes house-to-house surveys to enumerate number of occupants in each dwelling;
Asks questions following specified outline on questionnaire;
Records answers to questions;
Makes modifications on previous surveys based on current information;
May make recommendations as to changes in the questionnaire, procedure, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Ability to write legibly; ability to communicate effectively and get along well with people;
availability to accurately record information presented orally and/or in writing.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma. Academic, technical or vocational training or work experience may be substituted for schooling on a year-for-year basis.

SPECIAL REQUIREMENT: A valid driver’s license appropriate for the size and kind of vehicle being operated.

R.C.D.P. (06.24.1995) 10.08.2015 - Job specification may be subject to further revision
Non-competitive